

## **MEETING MINUTES**

### **October 18, 2007**

## **GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED**

The meeting was called to order by Chairperson Penney Hall at 10:00 a.m., October 18, 2007 at Fairmont State College in Fairmont, West Virginia.

### **ATTENDANCE:**

Committee: Penney Hall (Chairperson); Pete Cuffaro; John Liller; Jan Smith; Ron Price, Lou Ann Summers attended for Brenda Morford; Ron Price, Executive Secretary; Carol Jarrett, Recording Secretary.

WVARF Staff: Glenn McEndree Chris Miller, Mike Turner, Phil Turner, Ashley Hackney

Ms. Hall said she had a proxy from Ms. Morford appointing Lou Ann Summers as her representative.

Two sets of minutes, September 20<sup>th</sup> and October 1<sup>st</sup> were presented for approval.

### **MOTION #1**

**Ms. Smith moved to accept the minutes as presented. Mr. Liller seconded. Motion passed.**

### **COMMITTEE CHAIR REPORT:**

Ms. Hall reported she had attended the State Purchasing Conference. She presented twice on the State Use Program. The first session had around 150 people in attendance and the second session had about 25-30 attendees. She said she focused on the purpose of the program as well as the products and services available on the statewide contract and on the temp contract. She said one or two people had complaints which she passed along to Mr. McEndree upon her return. Also, one person was interested in document imaging and she gave her the contact information for that service.

### **EXECUTIVE DIRECTOR REPORT:**

Mr. McEndree reported all CRP's participating in the SUP has all necessary documents on file. Additionally, one CRP who does not currently have any State Use contracts has submitted all documentation necessary for participation in the SUP in case something comes up for them in the future.

He said both Mr. M. and Mr. P. Turner have been spending the bulk of their time in the field doing building audits. Other staff has also been conducting some building audits. About 90% of them are done. This is a slow process and they have found some errors and miscalculations in their spreadsheet program which has slowed them down. He said the process is even more cumbersome because they need to allow the CRP and customer time to review the new pricing before bringing it before the Committee for approval.

Mr. P Turner has completed additional field reviews and should have the first round of reviews completed soon.

At the October WVARF membership meeting training will be offered by BRIM regarding Risk Management.

He said WVARF is participating in the DRS Gateways project. He and Kim Lewis, Executive Director of Goodwill Industries of KYOWVA are serving on the steering committee

He reported the Laundry Contract is moving along. There has been one complaint from a company which lost work because of the contract. They contacted WVARF and members of the Legislature.

## **EXECUTIVE SECRETARY REPORT:**

Mr. Price reported:

\$4,290.26 – Annual Allocation  
756.49 – Total Expenses  
\$3,533.77 – Balance Remaining FY'08

He said there are still a couple of thing still outstanding.

## **CONTRACT PRESENTATIONS:**

Mr. M. Turner reported there were some calculation errors in the contracts which the Committee approved last month. He shared the new numbers with Ms. Hall and since they were just a few cents off she went ahead and approved the changes. They were mainly rounding errors.

### ***Changes on contracts from last month:***

West Virginia Broadcasting Authority, Morgantown – the correct annual FMP is \$14,287.56. Pace Tec was awarded this contract.

DRS, Spencer – changed CRP's doing the work to Clay County Unlimited, the correct annual FMP is \$2,115.24.

DHHR, Glenville – had an addition to their building, the correct annual FMP is \$8,552.40. The work is done by Precision Services.

DHHR, Sutton – the correct annual FMP is \$6,970.92. The work is done by Precision Services.

### ***Renewed Contracts:***

Department of Highways, Rest Areas:

<b>Rest Area</b>	<b>FY 07 Price</b>	<b>FY 08 Price</b>	<b>Difference</b>	<b>Percentage</b>
Burnsville	\$235,506.15	\$236,979.36	\$1,473.21	0.62555
Hazelton	165,855.06	170,138.88	4,283.82	2.58287
Huntington	137,223.06	144,957.24	7,734.18	5.63621

Hurricane	237,525.48	241,110.96	3,585.48	1.50951
Lewisburg	118,443.69	119,503.56	1,059.87	0.89483
Marlow/Bunker Hill	373,146.66	377,409.96	4,263.30	1.14253
Meadowbrook	259,705.17	262,681.08	2,975.91	1.14588
Mineral Wells	228,473.34	232,409.16	3,935.82	1.72266
Morgantown	145,143.30	154,062.60	8,919.30	6.14517
Servia	233,776.11	234,654.48	878.37	0.37573
Valley Grove	119,639.01	122,317.20	2,678.19	2.23856
Williamson	119,274.33	123,255.72	3,981.39	3.33801
<b>Total</b>	<b>2,373,711.36</b>	<b>2,419,480.20</b>	<b>45,768.84</b>	<b>1.92816</b>

State Rail Authority, Moorfield – the annual FMP is \$5,352.00. The work is done by the Developmental Center.

There was discussion regarding uniforms for the rest area attendants. There was also discussion on other aspects of the contract revolving around a logo for the uniforms.

## **MOTION #2**

**Mr. Liller moved to approve the FMP for the DOH rest areas statewide and to approve the FMP for the State Rail Authority as long as the state agency agrees. Ms. Smith seconded. Motion passed.**

## **CONTRACT COMPLAINTS:**

Ms. Hall said one of the complaints she received at the purchasing conference was delivery of bottled water at the Capitol complex. DOH had ordered water and were two weeks in getting it. Mr. McEndree said Prestera has moved their operations and at the same time both of their delivery trucks were down. Prestera has talked to a truck rental company and has worked out an arrangement that if a truck is down they can get a replacement immediately. Ms. Hall said Mr. McEndree may want to alert Green Acres they may see an increase in sales of the 20 oz. bottles because at the conference the issue came up that a lot of agencies were buying them from Office Max with the p-card and they should be buying them off the statewide contract. The agencies were not aware they had to first look at all the statewide contracts to see if an item was available prior to ordering it from Office Max.

Mr. M. Turner said he heard from state agencies they would like supplies to be included in the statewide contract for janitorial services. This brought up the issue of standardization of janitorial contracts. This would range from uniforms to supplies used. Ms. Hall said a committee would be put together to look at this issue and would include people from the committee, the CRP's and that State's Division of General Services.

Ms. Hall said another complaint she had was regarding janitorial services from DOH in Building 5 on the Capitol Complex. She needs to get Mr. McEndree more information on this so it can be addressed.

Mr. P. Turner reported there was a complaint regarding a janitor at the DHHR building in Kingwood not being properly attired. This issue needs to be addressed by the Preston County Workshop with the employee despite its delicate nature. They also reported the janitor was not arriving on time and the windows were not getting cleaned. Mr. P. Turner is going to follow-up on this.

## **OLD BUSINESS:**

CQI

Mr. McEndree reported there was not any training in the last month. Desk reviews have been completed. There are still two more field reviews to do.

Multiple inspections have been done but a report is not yet ready for the committee's review.

## **FINANCIAL REPORT:**

Mr. Miller reported sales for July and August trended upward because of Laundry. The over 60 day accounts receivables were at \$162,177, 12.69% of the total accounts receivables.

Ms. Hall reported the State Use profit at the end of August '08 was \$11,000.

## **NEW BUSINESS:**

Mr. McEndree handed out the fiscal year State Use Activity Report, Fourth Quarter Results. No CRP fell under the 75% mandate for the 4<sup>th</sup> quarter. The yearly ratio of people with disabilities working State Use jobs was 82.5%. The total paid to workers in FY 2007 was almost \$4.7 million.

Mr. McEndree presented the first draft of the annual report for committee review. Ms. Hall noted some changes and gave them to WVARF staff.

## **MOTION #3**

**Mr. Liller moved to adjourn.**